

98-84394-16

World's Columbian  
Exposition

The Bureau of Charities  
and Correction

[Chicago]

[1892 or 1893]


98-84394-16

MASTER NEGATIVE #

COLUMBIA UNIVERSITY LIBRARIES  
PRESERVATION DIVISION

## BIBLIOGRAPHIC MICROFORM TARGET

ORIGINAL MATERIAL AS FILMED - EXISTING BIBLIOGRAPHIC RECORD

339	Chicago - World's Columbian exposition 1893
Z4	The bureau of charities and correction, what it will include and instructions for preparing exhibits O 19 p 1 ill (Circular no 6)
No 9 of a vol  of pamphlets	
Only ed	

RESTRICTIONS ON USE: Reproductions may not be made without permission from Columbia University Libraries.

## TECHNICAL MICROFORM DATA

FILM SIZE: 35mmREDUCTION RATIO: 11:1IMAGE PLACEMENT: IA  IB IIBDATE FILMED: 4-7-98INITIALS: FBTRACKING #: 32547

FILMED BY PRESERVATION RESOURCES, BETHLEHEM, PA.

No 9

330

24

Chicago - WORLD'S COLUMBIAN EXPOSITION.  
DEPARTMENT OF LIBERAL ARTS.

CIRCULAR NO. 6.

## The Bureau of Charities and Correction.

### WHAT IT WILL INCLUDE AND INSTRUCTIONS FOR PREPARING EXHIBITS.

Although efforts have been made heretofore to show what the world is doing in charitable and penal affairs, it has remained for the Columbian Exposition to produce in a separate and comprehensive bureau an exhibit which will represent the effort that is making and illustrate the present facilities for dealing with defectives, dependents and delinquents.

At first thought, an exhibit of this nature, which will be an adequate representation of charities and correction, seems an impossibility, for there is so much that is intangible and invisible in philanthropic work. But it is believed that with the assistance of all who are interested in matters charitable and penological, whether because of official position or individual inclination or business occupation, an exhibit will be collected which will be stimulative and instructive to those already in the work, and interesting and suggestive to the general public.

The group will include exhibits from all institutions and societies, and from official bodies engaged in charitable or penal work. The exhibits of the group will be provided for, first, in general, by the bureau itself; second, by the State Boards of Charities, State Prison Commissions and other bodies and individuals having a similar official function; third, by individual institutions and societies, and by educational institutions which have in their curriculum courses in scientific

philanthropy and penal science; and fourth, by manufacturers who make a specialty of goods for institutional purposes.

The following list will indicate exactly what features are to be included in the group:

DIVISION A. PROVISION FOR THE MENTALLY DEFECTIVE CLASSES.

SECTION I.—*Insanity.*

1. The commitment and discharge of the insane.
  - (a) Blanks, etc.
  - (b) Codes of laws.
2. Care, temporary custody and transportation of the insane before commitment, and after commitment, while awaiting permanent disposition, by sheriffs or other officers.
3. Provision in County Jails and Almshouses for temporary detention or permanent care of the insane.
4. Hospitals and asylums for the acute insane.
5. Hospitals and asylums for the chronic insane.
6. Family care of the insane.
7. Training schools for nurses to the insane.
8. Appliances for the restraint of the insane.

SECTION II.—*Idiocy and Epilepsy.*

1. Custodial asylums for idiots.
2. Asylums for epileptics.
3. Employment for idiots and epileptics.

SECTION III.—*Pathological museums* of insanity, idiocy and epilepsy.

DIVISION B. PROVISION FOR THE SICK AND INJURED.

SECTION I.—*Out-Patients.*

1. Dispensaries of all kinds.
2. Sick-diet kitchens.
3. Flower and fruit missions.
4. District nursing.
5. Gratuitous home service to the poor by physicians.
6. First aid to the injured including ambulance work.

SECTION II.—*Institutions.*

1. Hospitals:
  - (a) General.

- (b) Special.
- (c) Maternity.
- (d) Children's.
- (e) Orthopedic.
- (f) Emergency.
- (g) Contagious.
- (h) Summer.

2. Homes and hospitals for convalescents.
3. Institutions for the care and treatment of inebriates.
4. Training schools for nurses.
5. Furniture and appliances for hospitals and sick rooms.

SECTION III.—*Field Work.*

1. The Society of the Red Cross.
2. Field hospitals.

DIVISION C. JUVENILES.

SECTION I.—*Work outside Institutions.*

1. Children's Aid Societies.
2. Societies for the Prevention of Cruelty to Children
3. Country weeks in private families.

SECTION II.—*The Placing-Out of Dependent Children.*

1. State provisions.
2. Societies.
3. Boarding out.
4. Temporary homes for children awaiting placing out.

SECTION III.—*Institutions* (not of a punitive or correctional character).

1. Orphanages (including Soldiers' Orphans' Homes and State Public Schools).
2. Foundling Asylums.
3. Day Nurseries.
4. Newsboys' and Bootblacks' Homes.
5. Fresh Air Missions and Summer Homes.

SECTION IV.—*Correctional Institutions.*

1. State Industrial Schools and Reformatories.
2. Truant Schools.
3. Private institutions of all kinds for reformation.

## DIVISION D. THE ADULT POOR AND PAUPERS.

SECTION I.—*The Out-Door Poor.*

1. Charity organization and kindred societies.
2. The Society of St. Vincent de Paul.
3. Relief societies of all kinds.
4. Societies for encouraging habits of providence.
5. Wood-yards and laundries.
6. Way-Farers' Lodges and Shelters for Women.
7. Employment for the blind in their homes.

SECTION II.—*Institutions.*

1. Almshouses, poorhouses, workhouses.
3. Homes for the aged, male and female.
3. Homes for aged couples.
4. Homes for paralytics.
5. Working-homes for the adult blind.
6. Appliances and furniture.

## DIVISION E. ADULT DELINQUENTS.

NOTE.—The word adult as used in this division is meant to refer to those who are over the age which is commonly understood to mark the end of child life. This is generally 16 years, but if the statutory provision is near this limit it will be sufficient for the purposes of this classification to follow it.

SECTION I.—*The Apprehension and Temporary Detention of Prisoners.*

1. The Police.
  - (a) Organization.
  - (b) Rules, drill, training, etc.
  - (c) Equipment—uniforms, weapons, restraints, signals, patrol wagons, etc.
  - (d) Police stations, casual wards, offices, city lock-ups, village lock-ups.
  - (e) Police Matrons.
2. County Jails.
3. The transportation of criminals.

SECTION II.—*The Reformation and Punishment of Offenders.*

1. Reformatories.
2. Houses of Correction and penal Work-Houses.
3. Houses and institutions for fallen women.

4. Penitentiaries and State's Prisons.
5. Prison labor.
6. Convict labor outside of institutions.
7. Appliances and furniture.

SECTION III.—*The Registration and Identification of Criminals.*SECTION IV.—*Methods of Capital Punishment, Ancient and Modern.*SECTION V.—*Societies of a private or semi-private nature dealing with prisoners before or after their discharge.*

## DIVISION F. MIGRATION.

SECTION I.—*The Reception, Protection and Care of Immigrants.*SECTION II.—*Aids to Emigration.*

THE BUREAU OF CHARITIES AND CORRECTION itself will undertake:

1. To give by means of charts a general view of the charitable and penal work now being carried on in the world.
2. To construct a prison corridor in which the cells will be types in use by the different countries and states of the world.
3. To collect as complete a library as possible of the charitable and penological literature of the world.

THE STATE BOARDS OF CHARITIES, the State Prison Boards and other state officials having charge of charitable or penal work, or such persons as may be specially designated by Governors, or by the various State Boards of Managers for the Columbian Exposition, are asked to prepare the following:

*First*.—A map of the state showing the location of institutions both public and private, as follows:

By black squares: State's prisons and penitentiaries for long-term offenders.

By red squares: Workhouses and similar institutions for short-term offenders. (Includes county penitentiaries in New York State.)

By green squares: Reformatory institutions for the young.

By yellow squares: Hospitals for the insane.

By blue squares: Almshouses and poorhouses.

By pink squares: Homes for the aged.

By orange squares: Orphanages and other institutions for the young, not of a correctional or penal nature.

The marks should be three-quarters of an inch square for

state institutions, one-half inch square for county or municipal institutions, and one-quarter inch square for private institutions.

In cases of large cities like New York or Boston where the number of institutions is so great that it is impracticable to indicate their location on the map, the city may be denoted by a mark an inch square showing all the necessary colors, thus: and a list may be appended to the map showing all the institutions of such cities, with the nature of their control, i. e., whether it be state, county, municipal or private.

BLACK.
RED.
GREEN.
YELLOW.
BLUE.
PINK.
ORANGE.

It is especially requested that all state maps do not exceed four feet in width and that the limit of length be proportionate to this width.

*Second.*—A series of eight charts containing the same nature of information as is contained in the eight fictitious charts which follow. It is especially requested that the form used here shall be exactly followed by all who send exhibits of this nature, in order that they will be sufficiently uniform for purposes of comparison. The name of the state should be in letters not less than one inch in height and the title in letters one-half inch in height. The chart itself should be printed in letters about one-quarter inch in height. It is suggested that the charts be prepared by an expert penman in Roman letters or a style equally as plain.

The intention is to exhibit these charts in frames which will be attached to standards on which they will swing freely. The opening of these frames will be 22 inches broad by 28 inches high, and these dimensions must, therefore, limit the space taken up by the reading matter. The Bristol board, or similar material on which the chart is printed should, of course, be a trifle larger in order to admit of framing.

Where the amount of matter placed on a single chart, excepting in the case of the first and eighth, will permit, without crowding, the charts should be so made that two or more will fit in a single frame.

It should be borne in mind that these fictitious charts do not cover all the points that may be included in the charitable or penal work of a state. The information included in them is the minimum, not the maximum, desired.

## SPECIMEN CHARTS.

### STATE OF ATLANTIS.

#### CHART NO. 1. GOVERNMENT AND SUPERVISION OF CHARITABLE AND PENAL INSTITUTIONS.

##### 1. *State's Prisons.*

General control vested in a Superintendent of State's Prisons, appointed by the Governor. His duties and powers are, etc., etc. Specific control vested in Wardens appointed by the Superintendent.

##### 2. *Workhouses and County Jails and Almshouses.*

General control, none.

The State Prison Association, a private corporation without state aid, has complete power of visitation, etc., etc.

Specific control of workhouses and almshouses vested in a Warden appointed by the County Board of Supervisors which acts practically as a board of trustees.

Specific control of jails vested in the Sheriff of the county, who appoints a jailor.

##### 3. *Hospitals for the Insane.*

General control: The State Commission in Lunacy, composed of three members appointed by the Governor, has general supervisory powers, etc.

Specific control vested in boards of managers, appointed by the Governor, which appoint administrative officers.

##### 4. *Reformatories for Juvenile Offenders.*

General control: The State Board of Charities, composed of nine members appointed by the Governor, has general supervisory powers, etc.

Specific control vested in boards of managers, appointed by the Governor, which appoint administrative officers.

##### 5. *Reformatories for Adult Offenders.*

General control, none. The State Prison Association has statutory power of visitation, etc., etc.

Specific control vested in boards of managers, appointed by the Governor, which appoint administrative officers. Institution intended for offenders from 16 to 30 years of age, who are sent on indeterminate sentence. Parole for good behavior after eighteen months of confinement.

6. *Private Charitable Institutions.*

General control, none. The State Board of Charities has general supervisory and visitatorial powers.

Specific control vested in boards of trustees, chosen under the general charitable act of the State, or specific acts of incorporation.

7. *Support of Institutions.*

State's Prisons and Reformatories by legislative appropriation.

Hospital for the Insane by legislative appropriation and partially by weekly payments per capita by the counties which send inmates.

Workhouses, county jails, and almshouses supported by county taxation.

Private charitable institutions supported from endowments, popular subscriptions, and, in some cases, by the counties at a weekly rate for each inmate sent to them.

# STATE OF ATLANTIS.

CHART No. 2. INSTITUTIONS UNDER STATE CONTROL.

NAME.	LOCATION.	* Total Cost of Institutions to June 30, 1892.	† Operating Expenses of Institutions for Fiscal Year ending June 30, 1892.	‡ Total Number of Days' Board to Inmates during Fiscal Year ending June 30, 1892.
State's Prison.	Carthage.	\$753,000.	\$136,000.	316,500.
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
Totals,		.....	.....	.....

\* This includes the entire amount of money expended in purchase of grounds, erection and extension of buildings and initial cost of furniture and apparatus, whether the money be derived from national, state or municipal funds, or from private individuals or earnings.

† This includes the salaries of all officials directly connected with the institution, and the cost of ordinary repairs, and does not include the cost of extraordinary repairs and of new buildings.

‡ Statistics are desired for the last fiscal year closing before January 1, 1893. The date here used is only for illustration.

# STATE OF ATLANTIS.

CHART No 3. INSTITUTIONS UNDER COUNTY OR MUNICIPAL CONTROL.

NAME.	LOCATION.	Total Cost of Institutions to June 30, 1892.	Operating Expenses of Institutions for Fiscal Year ending June 30, 1892.	Total Number of Days' Board to Inmates during Fiscal Year ending June 30, 1892.
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
Totals,		.....	.....	.....

## STATE OF ATLANTIS.

CHART No. 4. INSTITUTIONS UNDER PRIVATE CONTROL.

NAME.	Location.	Total Cost of Institutions to June 30, 1892.	Operating Expenses of Institutions for Fiscal Year ending June 30, 1892.	Total Number of Days* Board to inmates during Fiscal Year ending June 30, 1892.
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
Totals,		.....	.....	.....

## STATE OF ATLANTIS.

CHART No. 5. THE DELINQUENT CLASSES OF THE STATE.

## I. IN INSTITUTIONS.

1. Population of Prisoners serving sentence in County Jails, June 30, 1892.....	572
2. Population of Institutions for Short-Term Offenders, June 30, 1892.....	860
3. Population of Institutions for Long-Term Offenders, June 30, 1892.....	764
4. Population of Institutions for Juvenile Offenders, June 30, 1892.....	1,053
Total.....	3,249
Population of State, June 30, 1892.....	3,500,000
Percentage of Delinquents in Population.....	.000928

NOTE.—“Short-term offenders” includes those sentenced for misdemeanors; “long-term offenders” those sentenced for felonies.

## II. OUT OF INSTITUTIONS.

1. Reform School inmates out on parole.....	173
2. Reformatory inmates out on parole.....	247
3. Prison and Penitentiary inmates out on parole.....	68
Total.....	518

## STATE OF ATLANTIS.

CHART No. 6. THE DEPENDENT CLASSES OF THE STATE.

1. Population of Hospitals for the Insane, June 30, 1892.....	4,500
2. Population of Almshouses, June 30, 1892.....	1,700
3. Population of Houses for the Aged, June 30, 1892.....	600
4. Population of Orphanages and Homes for Children, June 30, 1892.....	1,200
5. Number of Boarded-out Children at public expense, June 30, 1892.....	700
6. Population of Institutions for Feeble-minded, June 30, 1892.....	270
Total.....	8,970
Population of State, June 30, 1892.....	3,500,000
Percentage of Dependents in Population.....	.00256

## PLACING-OUT.

Children placed out who have not yet passed entirely out of the control of the State, June 30, 1892.....	700
Number of children placed out in ten years, ending *June 30, 1892.....	2,300
Children who became public charges in same period.....	3,200
Less died before opportunity to place out.....	150
Percentage placed out.....	.7541
† Mortality of Children in Institutions, per 1000.....	37
† Mortality of Children placed out, per 1000.....	17

\* This date may be the date of the close of the fiscal year ending before January 1, 1893.  
 † If the information be available give mortality for infants under two years of age, separately.

## STATE OF ATLANTIS.

CHART No. 7. HOSPITALS IN CITIES.

Cities.	Population.	Name of Hospital.	No. of Beds.	Population June 30, 1892.	Total population for fiscal year ending June 30, 1892.
Syracuse.	80,000.	*General.	70	54	872
do.		† Sisters of Charity.	80	48	493
Troy.	55,000.	‡ City.	65	52	560
Totals,	.....		.....	.....	.....

\* Has training school for nurses, whose students do nursing work in institution.

† Nursing done by the Order of the Sisters of Charity. No training school.

‡ Nursing done by regularly graduated nurses. No training school.



# STATE OF ATLANTIS.

CHART NO. 8. THE POLICE FORCES OF CITIES OF 50,000 POPULATION AND OVER.

NAME.	Popu- lation.	Area. sq. m.	Total No. Men on Force.	Proportion of Officers to Pa- trolmen.	No. Police Sta- tions.	No. Police Ma- trons.	No. arrests in 1902 for in- matters	No. arrests in 1902 for deli- cious.	No. of Lock-up Cells.	No. Tramps lodged in sta- tion houses in 1902.	Greatest No. of Lock-up Pris- oners in one day in 1902.	Greatest No. Tramps receiv- ed in one day in 1902.
*Athens .....	125,000	167 sq. m.	54	1 in 10	4	2	2,440	560	48	2,886	Nov. 24, 54.	Feb. 25, 48.
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
Totals.	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....

\* This city has a patrol box and wagon system, employing two wagons with a team of horses and a relay team for each, located, one at the Central Police Station, and one in one of the outlying Precincts. The total number of signal boxes is 64, which are located within one-eighth of a mile of each other in the factory and tenement districts of the city, and more sparsely in other portions.

State Boards of Charities, State Prison Boards, and other state officials having charge of, charitable or penal work are requested to include in their exhibit as complete a set as possible of all their publications, substantially bound so that they will stand severe handling; also, if such there be, the codes of the states on the insane, paupers, etc.

## EXHIBITS BY INDIVIDUAL INSTITUTIONS.

Each institution, whether public, semi-public or private in its government, so long as it carries on work of a charitable, correctional or penal nature, is requested to exhibit by the following means:

*First.*—A chart of a size to fit in a frame with an opening 22 inches broad by 28 inches high, giving such statistics of the institution as may be of general interest, the selection of these statistics being left in all cases to the judgment of the managers of the institution. This chart should be printed in some way or other in letters of about one-fourth inch in height and should be headed, 1st, with the name of the state in block letters about one inch in height; 2d, the name of the institution in letters about one-half inch in height; 3d, the location of the institution and its postoffice address; 4th, the nature of the work carried on by the institution. It is requested that the chart include the *per capita* cost of caring for inmates, which should be based upon the payments for the actual running expenses of the institutions from whatever source the funds are derived, including the salaries of all officials and the expense of ordinary repairs, and excluding the cost of new buildings or extensions, and of extraordinary repairs.

*Second.*—Architectural plans of grounds and buildings, which will indicate clearly methods of construction, methods of ventilation, methods of sewerage, methods of food service, the location of different buildings with reference to each other, and the proportionate area of grounds and buildings. Where it is practicable a perspective drawing of the entire institution may be added.

*Third.*—Photographs of exteriors and typical interior rooms of the buildings, which should show the arrangement of furniture, etc., and, in some cases, of groups of inmates.

(All drawings must be made to fit in a frame with an opening 22 inches

broad and 28 inches high and should be clearly lettered, so as to indicate what they represent. Photographs should be 8x10 inches in size and should be sent in preferably unmounted with a note attached to each, describing what it is, but in special cases photographs 22 inches broad by 14 inches high will be received.)

*Fourth.*—Dolls not exceeding 10 inches in height, attired in the regulation uniform of the institution.

*Fifth.*—Samples of the appliances in use in the institution.

*Sixth.*—Samples of the products of the work of inmates of institutions. It must be borne in mind that in those cases where the element of pecuniary gain is the only one involved in institutional industries, much space cannot be given to the exhibition of the products. In such cases one sample of each general line of goods produced is all that can be accepted. If any institution makes a dozen different kinds of mats or brooms, one mat or one broom will be sufficient to show the work of its inmates. It is requested that in all such cases there accompany the article a statement in brief of the kind of labor followed in the institution and, if there be such, the special reasons why that particular form of industry has been adopted. In cases where a considerable educational element is involved in the production of articles, more space will be devoted to their exploitation.

*Seventh.*—As complete a set as possible of the reports of the institution, strongly bound so as to stand much handling.

*Eighth.*—The rules and the dietaries provided for inmates at different seasons of the year, prepared in chart form according to the directions contained under the first heading.

*Ninth.*—Samples of the various forms used for records.

*Tenth.*—Where a special kind of cloth is used for the garb of inmates, as in the case of prisons, it would be advisable to send in addition to the doll showing the uniform, a sample of the cloth sufficiently large to show its design.

*Eleventh.*—Hospitals for the insane which have noteworthy pathological museums are requested to include typical specimens in their exhibit of sufficient number to indicate their methods of study and investigation.

*Twelfth.*—Police forces are requested to send dolls, not exceeding 10 inches in height, showing the regulation uniforms for different seasons of the year of officers and men, accompanied by a sample of the cloth used, not less than one yard

in length, a sample of the hat or cap worn in each season, samples of belts, badges, batons or clubs, hand-cuffs, lanterns, etc., used by the force. A complete set of the record books and blanks used is also desired.

#### MODELS.

A certain amount of space will be devoted to the exhibition of models of institutions which are typical of their classes. These should be prepared on a scale not greater than one foot to one-eighth inch, and it is suggested that by the use of mechanical ingenuity, they can be so constructed as to allow a portion to be taken apart, so as to show the internal arrangement of the buildings represented.

It is particularly requested that all institutions desiring to exhibit by means of models, should at once place themselves in communication with the Superintendent of this Bureau.

The attention of institutions intending to exhibit largely by means of photographs is called to the very complete photographs and drawings of Johns Hopkins Hospital, included in the description of that institution prepared by Dr. John S. Billings, which may be obtained from Isaac Friedenwald, printer, Baltimore, Maryland.

#### EXHIBITS OF SOCIETIES.

Charitable societies of all kinds are requested to exhibit as follows:

*First.*—By as complete a set as possible of their reports, substantially bound, lettered on the back: 1, with the name of the state; 2, with the name of the city; 3, the name of the society; 4, "Reports from ——— to ———."

*Second.*—A set of all its publications bound and lettered in a similar way, substituting, of course, the word "publications" for the word "reports."

*Third.*—A scrap book substantially bound, with pages 12 inches broad by 9½ inches high, made with leaves of a medium weight bristol board interleaved by sheets of a fairly good note paper. On the bristol board should be placed the various forms in use by the society, and on the sheet of note paper preceding each form should be written a description of the

form and its uses. It is suggested that the forms will have greater interest if the record of a single case be carried through them. The scrap book should be lettered as is the bound volume of reports, the word "forms," of course, being substituted for "reports."

Some societies, in the course of their work, find it necessary to supply clothing, as in the case of societies which board-out children; and others are in the habit of taking photographs of localities in which they work. In the first case, the society should send dolls not over 10 inches in height, which should be attired in the outfits provided to children. In the second case, the more interesting photographs can be sent in as exhibits, but they should in no case be greater in size than 22 inches broad by 14 inches high, and it is preferable that they should be of the standard size of 8 x 10 inches.

Where appliances are used by societies, as for instance the maternity bags used by district nurses, full samples should be included in the exhibit.

In case of Training Schools for Nurses and District Nursing enterprises, dolls showing nurses' uniforms, and the equipment carried by a nurse, are desired for exhibition.

#### EXHIBITS OF EDUCATIONAL INSTITUTIONS.

Educational institutions which have courses in sociology, with special reference to the dependent or delinquent classes, are requested to send, in the form of a chart which will fit in a frame 22 inches broad by 28 inches high, a schedule of their lecture courses on these subjects. The chart should be headed with the name of the institution in block letters about 1 inch in height, and its location, and the body of the chart should be printed in letters about one-quarter inch in height.

#### DISTRIBUTION OF LITERATURE.

Any institution, official body or society making an exhibit may place in the hands of the Superintendent of this Bureau a quantity of its reports or any literature which it may specially prepare for distribution to such people as desire to study further into its methods and work. This will be placed in

charge of an attendant, who will oversee its judicious circulation and who will follow any special instructions that may accompany the printed matter.

#### THE LIBRARY OF PHILANTHROPY AND PENOLOGY.

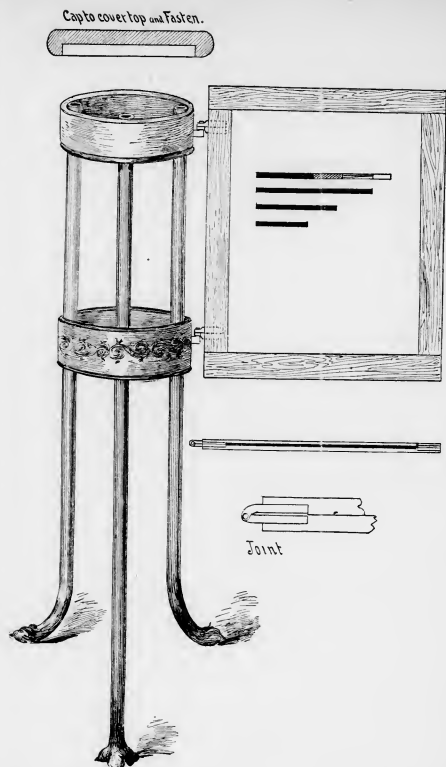
As was suggested above, the Bureau intends to collect as complete a library as possible of philanthropy and penology. This will consist, in the first place, of the reports and publications of institutions, societies, and official bodies or officers, which have been asked for above; and, in the second place, of all books upon these or kindred subjects which it will be possible to obtain. It is requested that every society which is reached by this pamphlet, will, even if it make no other exhibit, send a set of its publications and reports, however trivial they may seem to them.

Publishers are requested to send to the Bureau such works as they have issued on philanthropic or penal subjects, and every individual who has in his possession books or pamphlets which will be of interest and with which he is willing to part for a time, is also requested to send them to the Bureau. It is hoped that this library can be made sufficiently complete to indicate the large amount of thought now being devoted to the defective, dependent, and delinquent classes of society.

#### EXPENSE.

The cost of such general work as will be done by the Bureau itself will be defrayed by the Columbian Exposition, but the cost of the preparation of the other exhibits must be borne by the exhibitors.

The following is a sketch of the wing frame which will be used for the exhibition of charts and photographs.



[This cut shows a design for a standard carrying wing frames. The frame to be 24 x 30 inches: to hold cards 22 x 28 inches. The center of the frame to be five feet from the floor.

The standard to be made of metal; rods of gas-pipe; rings 16 inches in diameter. The frames to be one inch thick, of hard wood. The stand will carry 50 frames, or 100 diagrams, and will occupy a space six feet in diameter.]

Inasmuch as it is expected that no individual exhibitor in this Bureau will require an entire standard, and as the standards can be more economically manufactured in large quantities, it is proposed that they shall be manufactured by this Bureau, and the cost assessed on each exhibitor in proportion to the number of frames used. The expense will be about \$3.00 for each frame, which includes two exhibition surfaces, i. e., one on each side of the frame. All other expense of installing exhibits will be borne by the Columbian Exposition.

#### APPLICATIONS FOR SPACE.

It will be necessary for each exhibitor to make formal application for space to the Director-General, and it is requested that these applications be made as early as possible, in order that the Department of Liberal Arts may be able to prepare an estimate of the amount of room that will be required. On addressing the Department of Liberal Arts at Chicago, a blank form of application will be sent to exhibitors without delay.

In all cases where foreign countries have appointed Commissioners for the Columbian Exposition, applications for space for exhibits from those countries must be made through such Commissioners.

#### CONCLUSION.

The Superintendent of the Bureau of Charities and Correction will be grateful for any suggestions that will aid in making the exhibit in the Bureau complete. It is not expected to find room for the thorough exploitation of all the institutions and of the operations of all the societies which may be said to be doing charitable or correctional work, but it is hoped to make a showing which will not be discreditable to the enormous philanthropic and penological interests of the world.

SELIM H. PEABODY,  
*Chief, Department of Liberal Arts*

Approved: NATHANIEL S. ROSENAU,  
*Superintendent, Bureau of Charities and Correction.*  
GEO. R. DAVIS,  
*Director-General.*

82547

**END OF  
TITLE**